

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF MISSOURI**

Position:	Pro Se Law Clerk
Starting Salary:	JSP 11 - 14 (\$51,972 - \$113,791) (Dependent Upon Qualifications)
Open:	August 14, 2006
Close:	Open until filled

OVERVIEW:

The Pro Se Clerk position is located at the U.S. District Court, Eastern District of Missouri. The incumbent will be required to perform duties including, but not limited to, the following:

- Conducts independent legal research into issues raised by pleadings.
- Performs legal research and prepares recommendations to the court.
- Drafts appropriate recommendations, opinions, orders and correspondence for the court.
- Provides information to Judges and other court staff on legal issues unique to pro se cases.
- Communicates with counsel and pro se litigants regarding the handling and progress of their cases.

QUALIFICATIONS:

To qualify for the position of Pro Se Law Clerk candidates must have graduated with a Juris Doctor degree from an accredited law school and have at least one year of work experience as an attorney or law clerk. Must have a thorough knowledge of civil and criminal law and court rules and procedures, excellent academic credentials and in the top one-third of graduating law school class. Applicant should possess the ability to analyze complex legal questions and to comprehend a wide range of legal concepts, principles and practices. Superior writing and legal research skills are required. Prior work experience in a court is highly desirable.

BENEFITS:

10 Paid holidays	Health Insurance Benefits (variety of plans)
13 Sick days per year accrued	Life Insurance
13 Paid Vacation days for less than 3 years of service	Long Term Care Insurance
20 Paid Vacation days for 3 to 15 years of service	Flexible Benefits
26 Paid Vacation days 15 or more years of service	Federal Employee Retirement Plan
Family Medical Leave Act Provisions	Thrift Savings Plan

The selected candidate is subject to a criminal record check. Position is subject to mandatory Electronic Funds Transfer participation for net pay.

The United States District Court, Eastern District of Missouri is an Equal Opportunity Employer.

APPLICATION PROCEDURE: Qualified applicants should send resume and cover letter to:

jeanne_pattrin@moed.uscourts.gov or

United States District Court
Eastern District of Missouri
Attn: Jeanne Pattrin (Pro Se-2006)
111 South Tenth Street, Room 3.300
St. Louis, MO 63102

